

CORPORATE INCOME TAX

→	Legal Name		
→	Trade Name		
→	Address		
→	City	State	ZIP

☐ If you DO NOT have a Louisiana Revenue Account Number, mark this box.

Your signature	Date	Signature of paid preparer other than taxpayer	
Spouse's signature (If filing jointly, both must sign.)	Date	Telephone number of paid preparer ()	Date

2760



telephone number



**Instructions for Preparing Your 2006
Louisiana Request for Refund of Louisiana
Citizens Property Insurance Corporation
Assessment (R-620INS)**

ABOUT THIS FORM

The return has been designed for electronic scanning, which permits faster processing with fewer errors. In order to avoid unnecessary delays caused by manual processing, taxpayers should follow the guidelines listed below:

1. A corporation may file this form to claim its refund of the Louisiana Citizens Property Insurance Corporation assessment(s) that was paid during calendar year 2006 only if it is not required to, and does not file, a Louisiana corporate income tax return. Generally, organizations described in either sections 401(a) or 501 of the Internal Revenue Code are exempt from the Louisiana corporate income tax. Other certain entities are also exempt from Louisiana corporate income tax. Please see Revenue Information Bulletin (RIB) 07-006 on the Department's website for additional information.
2. Print amounts only on those lines that are applicable.
3. Use only a pen with black ink.
4. Because this form is read by a machine, please print your numbers **inside the boxes** like this:

1	2	3	4
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5. All numbers should be rounded to the nearest dollar.
6. Numbers should NOT be printed over the pre-printed zeros, in the boxes on the far right, which are used to designate cents (.00).
7. To avoid any delay in processing, you can only use this form for 2006.
8. Failure to attach the Insurance Declaration Page(s) will result in this form being returned to you. Documents that will be accepted as proof that you actually paid the LA Citizens assessments include, but are not limited to, cancelled checks, an image of a check, or an itemized escrow statement.
9. Failure to attach proof of payment will result in this form being returned to you.

Name, address, and Revenue Account Number – Print the corporate legal name, address, and Revenue Account Number in the space provided. If the corporation does not have a Louisiana Revenue Account Number, mark the box below the account number field.

Information concerning the assessment amounts and Insurance Declaration Page – The amount of this assessment may appear as separate line items on what is referred to as the “**Declaration Page**” of your property insurance premium notice. The Declaration Page names the policyholder, describes the property or liability to be insured, type of coverage, and policy limits. Depending on the location of the insured property, these line item charges may be listed as: Louisiana Citizens FAIR Plan **REGULAR** Assessment, Louisiana Citizens FAIR Plan **EMERGENCY** Assessment, Louisiana Citizens Coastal Plan **REGULAR** Assessment, and/or Louisiana Citizens Coastal Plan **EMERGENCY** Assessment. Your total allowable credit is the sum of these amounts, if they are shown on the Declaration Page.

Line 1 – Print the address of the property, the insurance company's name, and the policy number in the spaces provided. Print the amount of the paid assessment in the appropriate boxes.

Line 2 – Do you own more than one property that incurred an assessment?

If you had more than one property during 2006 that incurred an assessment, prepare and attach Form R-INS Supplement. You must attach the Declaration Page for each property listed. Print on Line 2 the total of the additional assessments listed on the Form R-INS Supplement.

Line 3 – Add the assessment amounts that appear on Lines 1 and 2.

Sign and date the return. Mail to:

Louisiana Department of Revenue
P. O. Box 3576
Baton Rouge, LA 70821-3576.

